

Chu Hai College of Higher Education

Student Affairs Office

Policy on Registration of Student Bodies

A. Background

The College is in a position to nurture Chu Hai students with the aspiration for continuous self-improvement and a positive attitude towards life. The Student Affairs Office provides different platforms for students to improve themselves through various outside classroom experiences. Joining student societies and arranging activities are part of the outside classroom learning. Some subsidy to student bodies or groups serves as an encouragement for the students to run activities to serve members of the Chu Hai community, and in return they learn how to work with others, develop their leadership and potentials.

B. Eligibility

1. All student societies successfully registered with the Student Affairs Office, including the student societies, departmental association and individual society; and must involve at least 4 committee members for the society.
2. Only one student can be appointed as the president/chairman of one student society.
3. The following activities can be fully/partly sponsored by the SAO: Student academic activities/cultural activities/social activities/sports activities/inter-institutional activities.
4. A proposal including list of members, position of members, list of events, purpose, and budget should be included in the submission.
5. Applicants will be invited to present their ideas to SAO staff. The proposal may be adjusted and advises will be given.
6. Successful applicants are required to submit an activity report and financial statement to the SAO before the academic year ends

C. Application Procedures

1. An application letter with the proposal and budget of the activity should be submitted to the Student Affairs Office (SAO) at least ONE month before the event takes place.
2. An application should be submitted from July to September each year.
3. Any activity has to be held during the academic year.
4. Applicants may be interviewed for further information if deemed necessary.
5. Upon receiving an application, the Student Affairs Office will process the application and inform the applicant of the preliminary result at least 10 working days.

D. Payment Arrangement

1. Successful applicants are required to submit an activity report and financial statement to

the Student Affairs Office within 15 working days upon the completion of the activity. Late submission of the required documents may result in not being able to claim the approved subsidy

2. Subsidy will be reimbursed after the successful launch of the activity. Advance partial payment to successful applicants is feasible. The applicants should state their request at the proposal.

E. Benefits of registered societies

1. Amount of Subsidy will be determined upon the approved budget is available. Selection criteria: number of beneficiaries, uniqueness and creativity of the activity and track record of the applicants.
2. Booking of college facilities can be arranged 7 days prior to the student body functions
3. Use the name of the college to participate in external competitions
4. Guidance cooperation of staff in folding activities

Updated: 29 May, 2022